

What is the Voluntary Certification Program (VCP)?

The Voluntary Certification Program (VCP) is a voluntary participation program designed to increase quality of child care services provided to children enrolled in an Unlicensed Registered Child Care Ministry.

Standards are based on licensed child care center, licensed child care home, Child Care Development Fund (CCDF) program rules; Indiana State Department of Health (ISDH) sanitation rules; and best practice guidelines.

The VCP has four (4) areas of quality improvement:

- Food/Nutrition
- Health
- Infant/Toddler
- Safety

Approval of a particular certification is depended upon passing all standards within that specific area: in other words, all standards within the inspection checklist must be met before awarding a "Certificate of Recognition".

A "Certificate of Recognition" is awarded for each area passed.

Certification inspections are conducted initially and annually thereafter by Bureau of Child Care registered ministry inspectors.

Frequently asked questions regarding the Voluntary Certification Program:

How do I begin?

Download an application and the checklist from the CareFinder website at <http://www.in.gov/icpr/webfile/formsdiv/49443.pdf>

Who is my first point of contact?

Your Bureau of Child Care (BCC) registered ministry inspector

How can I get assistance with meeting some of the standards?

Your local Child Care Resource and Referral (CCRR) Office:

- Safe Sleep Training
- Inclusion Training
- General Assistance varies per CCRR

BCC Health Consultant – 1-877-511-1144

- Food and nutrition training
- Menu writing
- Assistance with writing health and sanitation policies and procedures
- Staff orientation
- Safe Sleep policies
- Infant/toddler feeding plans
- Other sanitation and health issues/questions
- Other training needs involving sanitation and health

BCC Ministry Inspector:

- VCP checklist review
- VCP Workbook explanation
- VCP certification inspection

BCC Registered Child Care Ministry Central Office (Indianapolis):

- Questions and/or issues not addressed by the local CCRR, the BCC Health Consultant, or the BCC Ministry Inspector
- Email contact Kenneth.Hudson@fssa.in.gov